Reporting Time Using a Timesheet

Step	Action
1.	Begin by navigating to the **Timesheet** page. Point to **Self Service>Time Reporting>Report Time>Timesheet**
2.	Use the **Timesheet** page to report time and task details for a day, week, or time period for either punch or elapsed time reporters.
3.	The defaults for the **View By** field are set on the **User Preferences** page. Values are Day, Week, or Time Period.
4.	If you change the value in the **Date** field, click the **Refresh** button to update the page.
5.	Click in the **Mon 11/14** field.
6.	Enter the number of physically worked hours into the **Mon 11/14** field.
7.	Next, select a time reporting code for the hours entered. In this case, it would be Hours Worked REG. Click the **Time Reporting Code** list.
8.	Click in the **Tue 11/15** field.
9.	Enter the number of physically worked hours into the **Tue 11/15** field.
10.	Next, select a time reporting code for the hours entered. In this case, it would be Hours Worked REG. Click the **Time Reporting Code** list.
11.	Click the **Add a new row** button.
12.	Click in the **Wed 11/16** field.
13.	Enter the appropriate Leave Plan TRC into the **Wed 11/16** field.
14.	Next, select a time reporting code for the hours entered. In this case, it would be Sick Hours. Click the **Time Reporting Code** list.
15.	Click the **Add a new row** button.

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16.	Click in the **Thu 11/17** field. 
17.	Enter the appropriate Leave Plan TRC into the **Thu 11/17** field.
18.	Next, select a time reporting code for the hours entered. In this case, it would be PER Hours. Click the **Time Reporting Code** list. 
19.	Click in the **Fri 11/18** field. 
20.	Enter the number of physically worked hours into the **Fri 11/18** field.
21.	Next, select a time reporting code for the hours entered. In this case, it would be Hours Worked REG. Click the **Time Reporting Code** list. 
22.	Use the **Save for Later** button to partially enter a timesheet and to complete at a later date. For example, you can enter information on the page each day and submit at the end of the reporting period. When using this button a page appears, asking whether you would like to check for errors.
23.	Click the **Submit** button. 
24.	Click the **OK** button. 
25.	Notice that the **Reported Hours** field has been updated.
26.	The reported time is displayed in the **Reported Time Status** section.
27.	Click the **Expand section** button. 
28.	You can enter comments about the time entries if required. In this example, add a comment to explain the need for overtime. Click the **Comments** button. 
29.	Use the **Comments** page to enter comments for the reported time.
30.	Click in the **Comment** field.
31.	Enter the desired information into the **Comment** field. Enter a valid value e.g. "**System down. Needed to manually work records**".

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32.	Click the **OK** button. 
33.	Click the **Vertical** scrollbar.
34.	Click the **Reported Time Summary** link to obtain a summary of reported hours. Click the **Expand section** button.
35.	Click the **Vertical** scrollbar.
36.	Click the **Leave and Compensatory Time Balances** link to display information, which can include sick or vacation balances. Click the **Expand section** button.
37.	Click the **Vertical** scrollbar.
38.	From this page, you can navigate quickly to other time reporting and self services pages.
39.	You have successfully reported time using a timesheet. **End of Procedure.**